

# REQUIREMENTS FOR SECONDARY CERTIFICATES

## ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

### ➤ Provisional Secondary Education, 7-12 Certificate

*The Provisional certificate is valid for 3 years and is not renewable, but may be extended once for 3 years.*

#### Requirements for the Provisional Secondary Education, 7-12 certificate are:

1. Completed **Application for Certification**
2. Appropriate Fee (See Application for Certification)
3. One of the following:
  - A. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008.  
***NOTE:** Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. "Non-IVP" Arizona fingerprint clearance cards issued on or after January 1, 2008 will **NOT** be accepted.*
  4. A Bachelor's or more advanced degree from an accredited institution. Official transcript(s) must be submitted.
  5. Option A, B, or C:
    - A. Completion of a teacher preparation program in secondary education from an accredited institution or from a Board-approved teacher preparation program.  
- OR -
    - B. Thirty (30) semester hours of education courses including at least 8 semester hours of practicum in grades 7-12. **Two years** of verified full-time teaching experience in grades 7 through Postsecondary may substitute for the 8 semester hours of practicum. Submit a [Verification of Teaching Experience](#) form signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience. Courses which teach the knowledge and skills described in the professional teaching standards such as learning theory, classroom management, methods and assessment are acceptable.  
- OR -
    - C. A valid secondary education certificate from another state.  
*(Secondary certificates with only Social Studies as an approved area are **NOT** comparable.)*
  6. Professional Knowledge Secondary Exam.  
**One of the following:**
    - A. A passing score on the *NES Assessment of Professional Knowledge: Secondary* **OR** A passing score on the AEPA Professional Knowledge Secondary exam (replaced by the NES Assessment).
    - B. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
    - C. Three (3) years of full-time teaching secondary education, 7-12. Submit a [Verification of Teaching Experience](#) form signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience.
  7. Subject Knowledge Secondary Education Exam.  
**One of the following:**
    - A. A passing score on the Subject Knowledge Secondary Education portion of the applicable Arizona Educator Exam. Subject Knowledge assessments offered for the following: [See List](#). If a proficiency assessment is not offered in a subject area, an approved area shall consist of 24 semester hours of subject-related courses from an accredited institution.  
  
*If a language assessment is not offered through the Arizona Teacher Proficiency Assessment, a passing score of Advanced Low on the American Council on the Teaching of Foreign Languages (ACTFL) for the speaking and writing exams may demonstrate proficiency of that foreign language in lieu of the 24 semester hours of courses in that subject. ACTFL exam scores are only valid for two years from the date the test was taken. A teacher's language proficiency in a Native American language shall be verified on official letterhead by a person, persons, or entity designated by the appropriate tribe in lieu of the 24 semester hours of courses in that subject. No other language test may be substituted. The ACTFL test is the only test currently approved by the Arizona State Board of Education.*  
*(Social Studies exams are only comparable as Middle Grade Social Studies exams)*
    - B. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
    - C. Master's degree from an accredited institution in the appropriate subject area.
  8. Verification of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Provisional SEI endorsement. Option A if certified before August 31, 2006. Option B if certified on or after August 31, 2006:
    - A. Verification of one (1) semester hour or fifteen (15) clock hours of state approved SEI training.
    - B. Verification of three (3) semester hours or forty-five (45) clock hours of state approved SEI training.

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**NOTE:** The Provisional SEI endorsement is valid for three years. An additional three semester hours of state approved SEI training will be required to qualify for the Full SEI endorsement.

*Individuals who hold an Arizona Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement. The requirement for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other applicable certification requirements.*

9. Arizona Constitution (a college course or the appropriate examination).

10. U.S. Constitution (a college course or the appropriate examination).

**NOTE:** If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, you have 1 year to fulfill the requirement(s).

➤ **STANDARD SECONDARY EDUCATION, 7-12 CERTIFICATE**

*The Standard certificate is valid for 6 years and is renewable.*

Requirements for the Standard Secondary Education, 7-12 certificate are:

1. Qualify and hold the Provisional Secondary Education certificate for a minimum of 2 years.
2. Two years of verified full-time teaching experience during the valid period of the Provisional certificate may be used to convert the Provisional certificate to a Standard certificate. Submit a conversion form signed by the District Superintendent or Personnel Director verifying two years of full-time teaching experience during the valid period of the Provisional certificate being converted.
3. Verification of 3 semester hours or 45 clock hours of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Full SEI endorsement.

**NOTE:** Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement.

4. One of the following:
  - A. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008.

- OR -

- B. A photocopy of your valid Arizona fingerprint clearance card (plastic) **issued prior to January 1, 2008.**

**NOTE:** Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. "Non-IVP" Arizona fingerprint clearance cards issued on or after January 1, 2008 will **NOT** be accepted.